Government of
Saskatchewan

Annual Report
1984-1985

Saskatchewan
Urban Affairs

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Saskatchewan Urban Affairs

Annual Report 1984-85

Urban Affairs Minister Tim Embury addresses the 80th annual convention of the Saskatchewan Urban Municipalities convention held in Saskatoon in January, 1985.

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Letters of Transmittal

Gordon Dirks

The Honourable F.W. Johnson
Lieutenant Governor
Province of Saskatchewan

Sir:

I have the honour of submitting the annual report of the Department of Urban Affairs for the year ending March 31, 1985.

Respectfully submitted,

Gordon Dirks
Minister of Urban Affairs

The Honourable Gordon Dirks
Minister of Urban Affairs
Regina, Saskatchewan

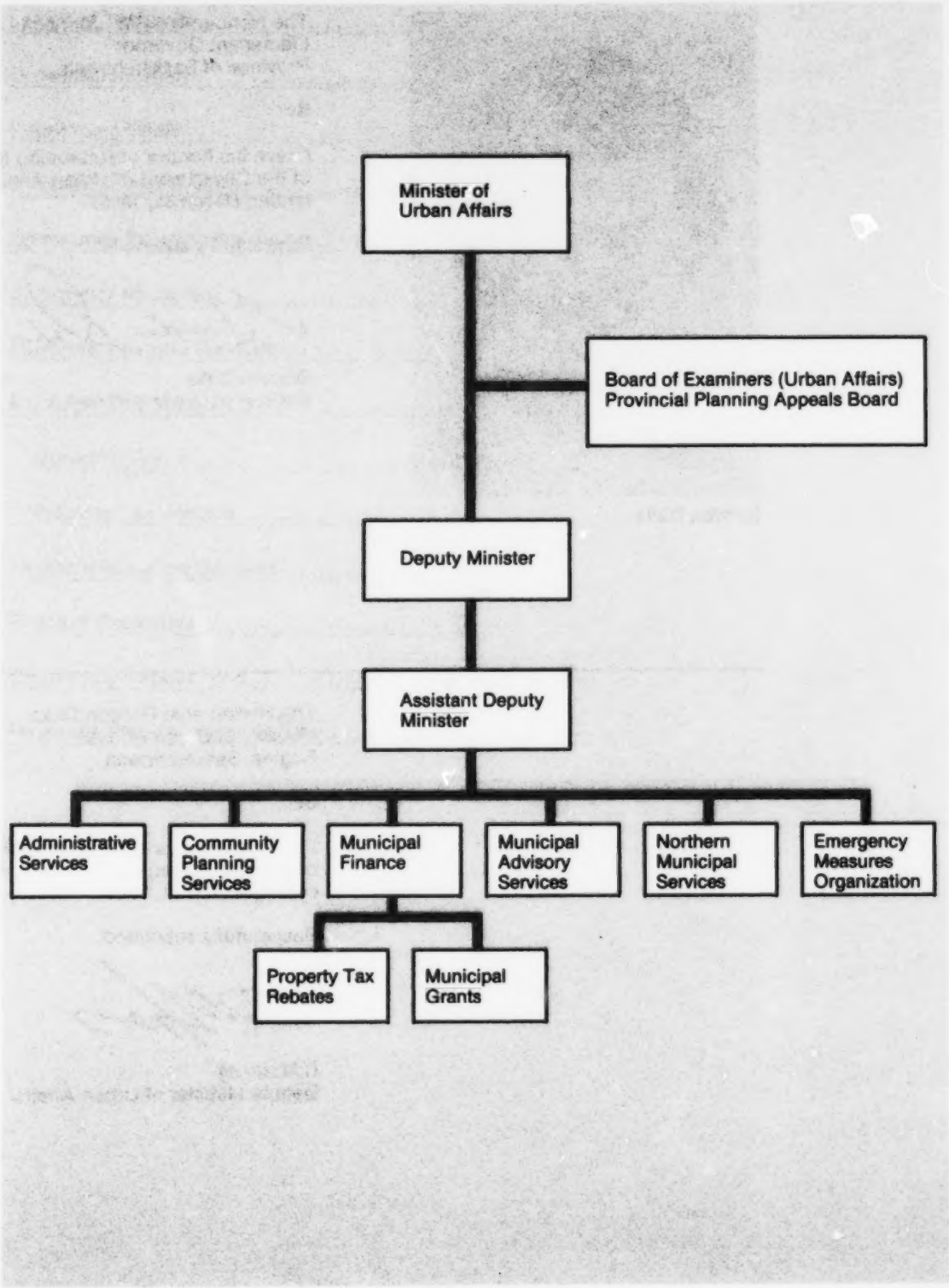
Sir:

I have the honour of submitting the annual report of the Department of Urban Affairs for the year ending March 31, 1985.

Respectfully submitted,

D.M. Innes
Deputy Minister of Urban Affairs

Organization Chart



Department Goals

Mission Statement

To support and maintain a viable system of urban government in the Province of Saskatchewan to meet the needs of urban residents for municipal services and facilities by providing administrative, financial and technical assistance to those governments and to provide direct financial assistance to local government taxpayers.

Goals

1. To maintain a legislative framework which meets the changing needs of urban and northern governments and provincial interests.

2. To establish and maintain a framework of financial programs which assists urban and northern municipalities with the cost of providing services and facilities to taxpayers and which reflects the changing fiscal circumstances of local government and the province.

3. To maintain a program framework to assist local government property taxpayers with meeting the cost of local government taxation.

4. To enhance the decision-making scope of urban and northern municipalities in the conduct of their affairs.

5. To inform and advise urban and northern municipalities and the public on legislation, regulation, procedures and policy alternatives.

6. To ensure and facilitate compliance with legislative requirements, keeping in mind the interests of the wider public, by reviewing and regulating certain decisions of urban and northern municipal councils.

7. To provide a subdivision approval service directly to the public on behalf of those urban and northern municipalities that do not currently possess the resources to provide the service.

8. To develop policies and strategies to assist the department in implementing the government's objectives relating to urban and northern municipalities.

George Dubel, manager of accounting services, prepares some financial forecasts in determining the department's budgetary requirements.

Administrative Services

Mission Statement

- To provide service and support in the direction, co-ordination and control of the centrally administered functions of financial and asset management, human resource planning and development, and legislation and information processing for the department

- The branch also provides administrative support services for the Saskatchewan Assessment Authority, the Saskatchewan Assessment Appeal Board, the Provincial Planning Appeals Board and the Board of Examiners (Urban).

Financial Management

Goal:

To provide effective financial management, service and support for the functions of accounting, budgeting and expenditure/ revenue processing and control according to government, department and central agency guidelines and policies.

During 1984-85, the branch processed payments for the department totalling $181.2 million and received revenues of $2.7 million.

Asset Management

Goal:

To provide effective asset management, service and support of the procurement and maintenance of office supplies, equipment and space, and the department's vehicle fleet.

In 1984-85, the branch was responsible for the management of office supplies, equipment and space for four office locations: Regina, Saskatoon, Prince Albert and La Ronge.

The branch was also responsible for the management of 20 CVA vehicles for a total mileage of 440,480 kilometres.

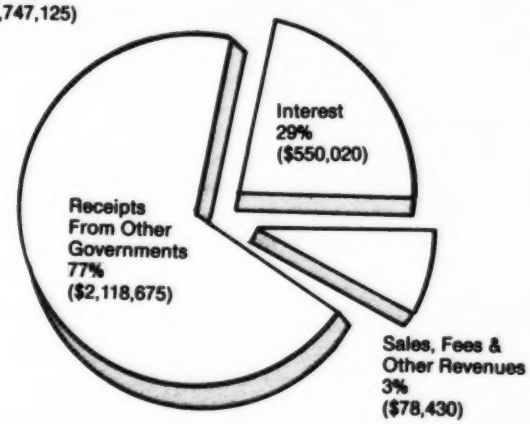
Human Resources

Goal:

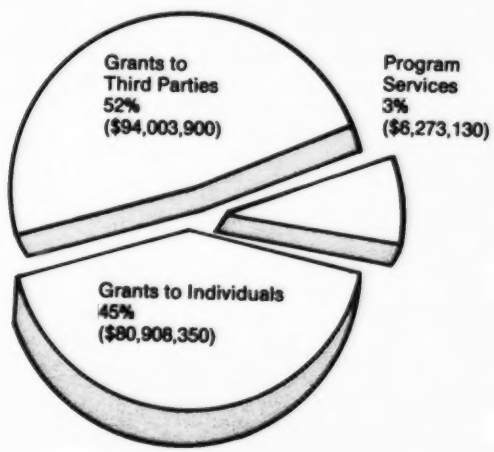
To provide effective human resource management, service and support of:

- personnel policies and procedures administration;
- interpretation and implementation of the Collective Agreement and Public Service Regulations;
- payroll and record keeping administration;
- and assistance with staffing, classification, performance evaluation and management/ employee relations.

Department Revenues 1984-85 ($2,747,125)



Department Expenditures 1984-85 ($181,185,460)



At year end, there were 140 permanent and 15.4 non-permanent positions in the department for a total payroll expenditure of $4.8 million. During the year, the branch initiated eight staffing actions and eight classifications of positions in the department.

Legislation and Information

Goal:

To provide effective management, service and support of the information and legislation processes within the department in the areas of legislation development and amendment, internal department briefing, and program advertising and communication management.

During the year, the Information Services Unit produced the following publications for distribution to municipal officials and, on request, to members of the public.

- "Municipal Scene", a quarterly newsletter on the programs and policies of the department.
- 1985 Municipal Directory - a directory listing of the more than 800 urban, rural and northern municipalities and their elected officials.
- Provincial Financial Assistance and Services for Local Government - a catalogue of all provincial government departments that provide programs and services to local government organizations.
- "It's Up To You", a brochure on the conflict of interest provisions in the Urban Municipality Act.
- A five-brochure series on community planning, zoning, subdivision of land, basic planning statements and development plans.

In addition to these publications the unit produced a 15-minute slide/tape presentation on conflict of interest for use in departmental seminars and on loan to municipal councils.

Administrative Services

1984-85 Expenditures

Program Services		$ 6,273,130
Grants to Local Authorities		94,003,981
Grants to Individuals		80,908,349
		$181,185,460
Grants to Local Authorities		
Industrial Towns		$ 30,000
Urban Revenue Sharing - General	$64,327,494	
- Fire	277,672	
- Recreation	519,323	65,124,489
Meewasin Valley Authority		782,950
Wakamow Valley Authority		147,813
Wascana Valley Authority		796,046
Community Planning Assoc. of Canada		5,000
Sask. Urban Municipalities Assoc.		5,000
Urban Mun. Admin. Assoc. of Sask.		1,000
Local Studies & Research		79,257
Transit Grants - Municipal	2,839,184	
- Disabled	1,217,488	4,056,672
Regina Rail Relocation Assistance		481,214
Northern Capital Grants		450,000
Northern Fire Protection Grants		51,800
Northern Revenue Sharing		5,166,914
Operating Grant to Uranium City		702,000
Regina/Moose Jaw Carbon Filt. Plant		1,655,381
Grant to Town of Meadow Lake for Infrastructure Development		750,000
Grants for Mun. Winter Works -Urban	1,775,047	
- Rural	415,673	2,190,720
Northern Water & Sewer Facilites Grants		182,858
Community Capital Fund		11,344,867
Total		$94,003,981
Grants to Individuals		
Property Improvement Grants		$46,192,663
Senior Citizens School Tax Rebates		26,517,656
Renters Property Tax Rebates		8,198,030
Total		$80,908,349

1984-85 Revenue

Privileges, Licences and Permits	$ 31,016
Sales, Services and Service Fees	31,920
Interest, Premiums, Discount and Exchange	550,018
Receipts from Other Governments	2,118,675
Other Revenue	15,496
	$2,747,125

Community Planning Services

Sue Luchuck, a community planner in the Community Planning Services Branch assists municipalities in developing their basic planning statements or development plans.

Community Planning Services

Mission Statement

To encourage the orderly development and wise use of land in the most economical way.

Legislation

Goal:

To maintain a legislative framework for effective land use management.

Goal:

To efficiently administer legislation and regulations.

The Community Planning Services branch administers **The Planning and Development Act 1983** and its regulations, **The Municipal Expropriation Act,** and sections of **The Urban Municipality Act, 1984** and **The Northern Municipalities Act** related to annexations, incorporations and status changes.

The branch also administers the Public Reserve and Buffer Strip regulations under **The Planning and Development Act.** Public reserve lands are owned by the Crown but may be leased to local authorities for use as school sites, parks and recreational sites or other public uses or in some cases, sold or exchanged at the discretion of the minister.

Administering the various pieces of legislation for which the branch is responsible involves the review and recommendation of bylaws and amendments for municipal development plans; zoning and subdivision bylaws; applications for altering urban municipal boundaries; applications for incorporations and status changes of urban municipalities; and expropriation proposals.

The branch also reviews and issues decisions on all subdivisions in urban municipalities (except for Regina, Saskatoon and Prince Albert which are designated as approving authorities), in the two Qu'Appelle Valley planning districts and in Northern Saskatchewan.

Community Planning Service

Goal:

To provide planning service assistance and advice to local governments and to the public.

In meeting this goal, the branch staff provides professional and technical planning assistance to municipalities, developers and the public on land use matters and the development of appropriate planning tools. Assistance is provided in offices located in Prince Albert, Regina and Saskatoon.

Regular visits are made by all staff to communities of various sizes. Staff members make themselves available during these visits for general advisory consultations. They also meet frequently with councils and urban administrators on specific planning programs or issues.

In the past fiscal year, branch staff made over 450 visits to urban centres to discuss general planning issues. In addition, staff prepared Basic Planning Statements for 42 municipalities. The preparation of each document involved three or more meetings with the council of each community.

The chart on the following page shows the branch's achievements in these areas during the fiscal year.

Community Planning Services

Project	Approvals	Refusals
Development Plan - Bylaw	1	-
- Amendments	14	-
Zoning - Bylaws	8	
- Bylaw Amendments	244	-
Basic Planning Statements	3	-
Annexations - Cities	1	-
- Towns	10	1(withdrawn)
- Villages	4	1(withdrawn)
Village Incorporations	2	2
Status Changes	-	1
Name Changes	1	1
Expropriations	5	-
Subdivision - Applications	677	7
- Reapprovals	43	-
- Referrals from Rural Development	163	-
- Bylaw Amendments	1	-
Public Reserve - Easements	26	-
- Land Exchanges	6	-
- Leases	12	-
- New Reserves	53	-
- Other	32	-

The branch reviews and comments on subdivision applications and other matters of intermunicipal interest referred by the Community Planning Services Branch in Saskatchewan Rural Development. During the year branch staff reviewed 163 referrals.

In keeping with the objective of promoting local autonomy under the Planning and Development Act, the six district planning commissions in the Qu'Appelle Valley were given the option of retaining their current function or having their member municipalities administer their planning roles individually. Branch staff assisted member municipalities in four of the commissions in the withdrawal process by providing draft bylaws and other advisory documents.

In addition to serving as a review agency, the Prince Albert office provides detailed planning and development advice to northern municipalities. Since most of the land in and around northern communities is crown-owned, the Prince Albert office has taken a lead role in assisting northern municipalities in creating and developing new lots. Air photo coverage, terrain analysis for servicing and actual survey of proposed subdivisions are all co-ordinated by branch staff in these special cases.

Prince Albert office staff also served as support staff to the Northern Boundaries Commission. The conclusion of the commission's work in 1984 and the subsequent decision of the minister, resulted in 21 boundary alterations to northern municipalities.

Education Extension

Goal:
To enhance the planning capability of local governments.

With the proclamation of the new Planning and Development Act on April 17, 1984, the branch embarked on a series of information sessions to promote and clarify specific sections of the Act. Approximately 150 aldermen, administrators, and interested citizens attended the seminars held throughout the province. Topics discussed included new features of the Act, such as Basic Planning Statements and new types of zoning controls.

During the fiscal year the branch also produced a number of brochures explaining various provisions of the Act for future reference by aldermen, administrators and interested citizens.

Yorkton emergency response agencies took part in a mock plane crash to test their systems in responding to a major emergency. Hospital and ambulance staff are shown attending to one of the 'victims'.

Emergency Measures

Mission Statement

To promote a practical framework for emergency preparedness and disaster response by local government and to co-ordinate resources and activities between the three levels of government for emergency preparedness.

Goal:

To develop and maintain strategies for provincial emergency preparedness and disaster response.

During the year under review, the provincial and federal governments worked together to introduce the Vital Points Program and the Line Load Control Program. These two programs will enhance the government's ability to maintain essential services and communications links, regardless of the type of emergency situation.

In January, 1985, the Minister of Urban Affairs signed a Memorandum of Understanding on Emergency Planning between the provincial and federal governments. Under the agreement, the two levels of government agreed to co-operate on emergency planning initiatives in Saskatchewan.

The federal government has also been actively encouraging the formation of the Civil Air Search and Rescue Association (CASARA), an association of provincial groups of pilots across Canada, trained to search for missing aircraft. Emergency Measures staff has had discussions with former members of the Saskatchewan Emergency Measures Air Division (SEMAD) to revive the group as the provincial organization for CASARA in Saskatchewan.

Goal:

To develop and maintain strategies for municipal emergency preparedness and disaster response.

In 1984-85 increased emphasis was placed on assisting urban and rural municipalities to develop an effective emergency response program at the local level. Emergency Measures staff attended 22 council meetings to promote emergency planning and to provide advice and assistance.

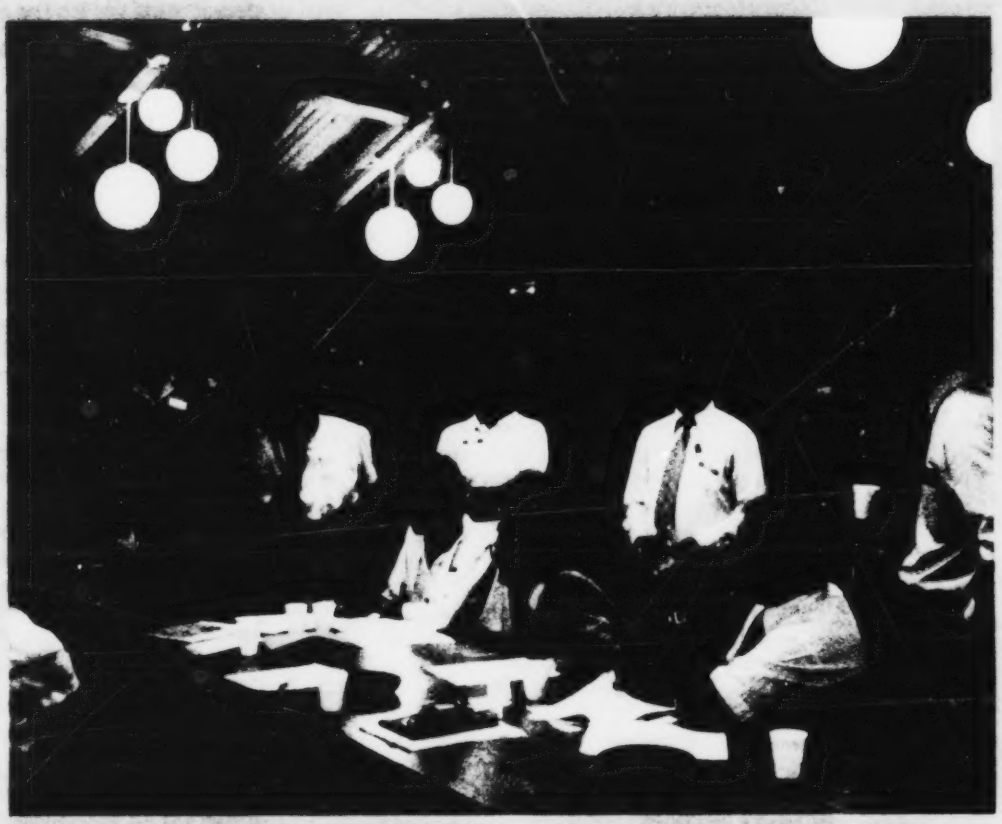
Staff members also participated in the regional meetings of the Saskatchewan Urban Municipalites Association (SUMA) and spoke to delegates attending that organization's 80th annual convention. Emergency Measures staff presented the concept of Mutual Aid Areas and how they work at the annual provincial fire chiefs conference.

An annual conference was organized for Municipal Emergency Planning Co-ordinators with staff providing updated information on policy changes and future plans as well as receiving valuable input from municipal co-ordinators.

During the year, 86 municipal officials from municipalities around the province attended special training courses at the federal Emergency Preparedness College in Arnprior, Ontario.

During the 1984-85 year, seven communities had projects approved under the joint Emergency Planning Program (JEPP) totalling $170,600. The federal and provincial governments cost-share the final costs of these projects on a 50-50 basis. Claims submitted and paid out during the year totalled $113,600.

Municipal Advisory Services



Gordon Hubbard (far right) a municipal adviser, conducts a seminar on the new Urban Municipality Act at the Lumsden town hall for administrators of municipalities in the surrounding area.

Municipal Advisory Services

Mission Statement

To support and assist local governments in meeting their administrative and governing responsibilities within the context of provincial legislation.

Legislation

Goal:

To maintain current legislation, regulations and policy respecting the needs of urban municipalities.

During the year this goal resulted in amendments to **The Urban Municipality Act, 1984, The Department of Urban Affairs Act**, and **The Tax Enforcement Act.**

Options for substantive changes to **The Urban Municipality Act, 1984, The Urban Municipal Administrators Act** and **The Local Government Election Act** were prepared for discussion with departmental client groups. The new regulations to **The Urban Municipality Act, 1984** were also put into effect early in 1985.

The research unit of the branch exercises a lead role in preparing original urban-related legislation and amendments, particularly the two major statutes administered by the branch — **The Urban Municipality Act, 1984** and **The Local Government Election Act.** It also provides ongoing policy analysis and advice to branch and departmental staff and to municipal officials.

Advisory Services

Goal:

To assist urban municipalities to effectively perform their legislative and administrative responsibilities.

The advisory staff unit assists elected and appointed municipal officials and urban residents with day-to-day administrative problems and procedures relating to municipal law, accounting and general office administration. Staff members also call on municipal offices, conduct administrative seminars for local government officials, evaluate the work of municipal administrators for purposes of certification and review the financial management procedures of municipalities.

In fulfilling the advisory functions during the year under review, the staff responded to 4,315 telephone inquiries and 1,267 written inquiries from municipalities and members of the public. In addition, 47 municipal and public delegations visited the advisory staff offices for advice.

Education and Training

Goal:

To promote efficient and effective urban municipal administration by providing educational and training services for urban municipal officials.

The promotion of effective municipal administration was primarily accomplished through workshops and seminars for municipal officials and information/education materials to assist administrators in performing their duties.

During the year under review, advisory and research staff conducted 48 workshops throughout the province on various municipal topics such as conflict of interest and local elections. Staff also served as resource persons at the regional meetings and annual conference of the Saskatchewan Urban Municipalities Association (SUMA) and the Urban Municipal Administrators Association of Saskatchewan (UMAAS).

To assist in the effective delivery of a seminar on "Conflict of Interest", branch staff assisted the department's Information Services unit in preparing an audio-visual presentation and a brochure on the topic.

Staff also worked on preliminary draft changes to "A Guide to the Local Government Election Act" manuals for Returning Officers and Deputy Returning Officers, as well as additional educational materials in preparation for the local government elections to be held in October, 1985.

During the course of regular visits to municipal offices, advisory staff inspect and evaluate the performance of urban municipal administrators for certification by the Board of Examiners. During the year, 23 certificate inspections were conducted.

Municipal Advisory Services

The following chart summarizes the branch's achievements during the year.

Task	Number
Inquiries - Written	1,267
- Telephone	4,315
Document Reviews	
- Financial Statements	509
- Bylaws	117
- Budgets	97
- Debenture Issues	23
- Tax Adjustments	121
Meetings Attended	239
Municipal Office Visits	142
Certificate Inspections	23
Research Projects Completed	138
Workshops and Seminars	48

Construction workers are preparing the reinforced concrete 'ventilator' beds, which will hold the activated carbon, at the Buffalo Pound Water Treatment Plant. There are eight concrete pits, each 15m x 43m and filled with 3m of carbon, which has a consistency of ground coffee. The water passes through the beds and the unpleasant odour and taste is removed. The Province of Saskatchewan contributed $5 million to the cost of constructing the plant.

Mission Statement

To encourage the financial health of urban municipalities so that they are able to provide services and facilities to their residents.

Goal:

To provide policy analysis and effective and efficient administration of financial programs directed to urban municipalities.

During the year, the branch was responsible for the following financial programs:

- Urban Revenue Sharing
- Community Capital Fund Program — separate report on page 28
- Urban Transit Programs
- Industrial Towns Assistance
- Rail Relocation
- Urban Park Studies and Development
- Regina-Moose Jaw Carbon Water Treatment System
- Downtown Revitalization

Urban Revenue Sharing

Revenue Sharing is a program under which the provincial government transfers a part of its revenues to municipalities on a consistent basis from year to year.

The branch is responsible for policy analysis respecting, and the administration of the Urban Revenue Sharing Program. This includes unconditional grants and the two conditional intermunicipal programs - fire protection and recreation. The branch has a shared responsibility with Saskatchewan Rural Development and Saskatchewan Finance for policy analysis respecting the escalator index.

During the year under review, a committee consisting of the executive of SUMA and staff of the department continued to review the Revenue Sharing Program.

Distribution Formula for Unconditional Revenue Sharing

The basic, per capita, and foundation grants are unconditional and the municipality is free to use these funds according to its priorities. These grants account for approximately 99 per cent of the total revenue sharing pool. For 1984-85 only, each community was guaranteed to receive at least as much in total unconditional revenue sharing grants as it received in 1983-84. The basic grant is payable to all urban municipalities and is of considerable importance to very small communities. During the year under review a total of $1,318,050 was paid to municipalities in basic grants.

Population	Grant
0 - 149	$2,075
150 - 299	2,860
300 or more	3,000

A uniform per capita amount of $54.45 per resident is also paid based on the 1981 federal census. During the year under review a total of $37,136,317 was paid to municipalities in per capita grants. The foundation grant is intended to equalize the ability of comparable communities to provide an average level of services. Approximately 90 per cent of urban municipalities receive a foundation grant. During the year under review a total of $25,413,415 was paid to municipalities in foundation grants.

Conditional Intermunicipal Programs

The Intermunicipal Fire Protection and Intermunicipal Recreation Programs are conditional grants under revenue sharing which provide per capita assistance for the provision of fire protection and recreation services. They are intended to stimulate intermunicipal cooperation. The relative amounts of the components of urban revenue sharing are:

	1982-83	1983-84	1984-85
Unconditional	$57,246,865	$61,267,824	$64,327,494
Municipal Road Ambulance*	2,009,107	-	-
Fire Protection	276,517	277,587	277,672
Recreation	520,315	522,840	519,323
Total	$60,112,884	$62,068,251	$65,124,489

* The Municipal Road Ambulance Program was transferred to the Department of Health.

Intermunicipal Fire Protection Program
A municipality that enters into a written agreement with one or more urban or rural municipalities to provide fire protection services on a co-operative basis is eligible for funding under this program. As of March 31, 1985, 358 urban municipalities and 266 rural municipalities were part of the program.

Grants are calculated on the basis of $1 per capita based on the 1981 federal census up to a maximum of $10,000. Grants paid were as follows:

	1982-83	1983-84	1984-85
Urban Municipalities	$276,517	$277,587	$277,672
Rural Municipalities	206,945	211,216	212,477
Total	$483,462	$488,803	$490,149

Intermunicipal Recreation Program
Municipalities entering into a written agreement with one or more urban or rural municipalities to share operating and maintenance costs of recreation facilities are eligible for funding. Recreational facilities are defined in the broad sense, to include facilities for sports, arts, culture, and leisure-time activities.

The grant is the lesser of 50 per cent of actual expenditures made by a municipality with respect to an agreement, or a per capita amount, based on the 1981 federal census, of $1 for the first 15,000 population, 75 cents for the next 15,000, and 50 cents for the population in excess of 30,000, plus a basic grant of $100. This is paid annually to each municipality in the program. Grants paid were:

	1982-83	1983-84	1984-85
Urban Municipalities	$520,315	$522,840	$519,323
Rural Municipalities	180,313	197,707	185,168
Total	$700,628	$720,547	$704,491

As of March 31, 1985, 294 urban municipalities and 213 rural municipalities were participating in the program.

Urban Transit
The branch provided policy advice and administered two programs that provide financial assistance for urban transit — the Municipal Transit Assistance Program and the Transit for the Disabled Program.

Under the Municipal Transit Assistance Program payments amounting to more than $2.8 million were made to seven cities and two towns to assist with the operation of public transit and the cost of capital improvements to transit systems. Operating assistance consists of per capita and incentive grants.

By the end of 1984-85 a total of 51 communities were participating in the Transit for the Disabled Program, an increase of seven communities over the previous year. More than $1.2 million in grants was paid out to these municipalities in the 1984-85 year. This included more than $307,000 to cover the provincial contribution of 75 per cent of the cost of 10 new wheelchair lift-equipped buses and vans to provide transit service for the disabled and elderly.

The branch also participated in an interdepartmental review of transportation for senior citizens through its membership in the Standing Interdepartmental Coordinating Committee on Aging. This involved a substantial component of research and policy analysis by the branch.

Industrial Towns Assistance
Towns and villages that face major expansions of their infrastructure to cope with rapid increases in population resulting from industry locating in or near their communities, are eligible for special financial and administrative assistance under this program.

In 1984-85 the Town of Coronach received a grant of $30,000 under this program. This was allocated for retirement of the debenture debt incurred for expansion of infrastructure due to the impact of the Popular River power plant.

Rail Relocation
During the year the branch financially assisted the City of Regina with its formal application to the Canadian Transport Commission for its railway relocation project. The department contributed a total of $481,000 toward the maintenance of the Regina Rail Relocation Office, the cost of compatibility studies relating to Phase II rail relocation, and preparation of evidence for the Canadian Transport Commission.

Urban Parks
The branch administered the Province's financial participation in the Meewasin Valley Authority in Saskatoon, The Wakamow Valley Authority in Moose Jaw, the Wascana Centre Authority in Regina and the Chinook Parkway in Swift Current.

These authorities receive annual funding in accordance with provincial legislation. In 1984-85 the Meewasin Valley Authority received a total of $733,000, the Wakamow Valley Authority a total of $147,800, the Wascana Centre Authority a total of $796,000 and the Chinook Parkway a total of $50,000.

Legislative amendments were prepared to permit the R.M. of Moose Jaw to become a participating party in Wakamow Valley Authority, together with the City of Moose Jaw, R.M. of Baildon, and the provincial government.

A new urban parks agreement establishing the funding for Chinook Parkway was negotiated by the branch and signed by the Province and the City of Swift Current in December, 1984.

Regina/Moose Jaw Carbon Filtration Project
During the year the branch administered an agreement in which a $15 million commitment was made by the Government of Canada, Province of Saskatchewan and Cities of Moose Jaw and Regina to improve the quality of water for Regina and Moose Jaw residents.

The Province has committed up to $5 million, and its share of the project costs during 1984-85 amounted to $1,655,000. It is expected this project will be completed in 1986.

Downtown Revitalization
During the fiscal year the Province provided a total of $1,039,000 as a loan to assist the City of Prince Albert to service the debenture debt incurred for the assembly of land used for the construction of the Prince Albert Gateway North Plaza.

The branch also responded to requests for information from communities, other provinces and consultants who expressed an interest in downtown revitalization.

Provincial Capital Fund Program
The branch undertook extensive policy analysis and prepared legislation for introduction of the new Provincial Capital Fund Program in 1985-86. This was announced to replace the Community Capital Fund II Program to end after 1984-85. A separate report on the Community Capital Fund II Program is provided elsewhere in this annual report, as required by statute.

Property Tax Rebates

Goal:
To provide programs that assist Saskatchewan residents with the cost of local government property taxation.

During the fiscal year, the branch administered three programs that rebated a portion of property taxes paid by the taxpayer.

Property Improvement Grant
The Property Improvement Grant was paid to almost all non-senior citizen property owners in Saskatchewan as a rebate on their property taxes. Property owners were eligible for a grant of up to one-half of the taxes paid, to a maximum of $230. If an applicant owned other business or farm property, a further rebate was available. However, the total maximum rebate was $375 per family per year.

During the year, 218,000 grants were paid to property owners for a total expenditure of $46.2 million.

Senior Citizens School Tax Rebate
Senior citizen property owners were eligible for a rebate on one-half of the property taxes paid, to a maximum of $280, plus an additional $50 minimum or $230 maximum for the school tax portion of the taxes on their principal residences.

The combined maximum for principal residence rebates was $510. If an applicant owned other farm or business property, an additional rebate was available. The overall, maximum rebate available was $655 per family per year.

During the year under review, 80,800 Senior Citizens School Tax Rebates were disbursed to senior citizen property owners for a total expenditure of $26.5 million.

Renters Property Tax Rebates

The Renters Property Tax Rebate was paid to Saskatchewan residents who rented their principal residence. The maximum rebate available was $150 per applicant. During the year, 63,800 rebates were paid to renters for a total expenditure of $8.2 million.

Northern Municipal Services

These two construction workers are building a new marina at the Northern Village of Air Ronge, with financing provided under the Municipal Winter Works Program.

Accounts and Audit

Mission Statement

To administer the Northern Revenue Sharing Trust Account effectively and efficiently for the benefit of Northern Saskatchewan.

Goal:

To provide a full range of municipal accounting and reporting services to the northern municipalities, recreational subdivisions and northern school divisions.

Through the Northern Revenue Sharing Trust Account this section of the branch levies and collects municipal and school property taxes on all northern properties outside the boundaries of the two northern towns and ten northern villages. The trust account also receives all proceeds from the sale and lease of Crown land in northern Saskatchewan. These proceeds are the trust account's major source of revenue.

In administering the revenues collected, the accounts and audit section is responsible for turning over applicable revenues to the northern hamlets and school divisions. All revenues from northern settlements and municipal taxation from recreational subdivisions are directly administered by the trust account for the benefit of the Northern settlement or subdivision.

Unallocated revenues are retained in the account and used to fund approximately two-thirds of the annual payments under the Northern Capital Grants Program.

Advisory Services

Mission Statement

To support and maintain a viable system of northern municipal government in Saskatchewan by providing advisory and counselling assistance to, and regulating certain activities of northern local government councils.

Goal:

To assist northern municipalites to effectively perform their legislative and administrative responsibilities.

During the year, the advisory services staff has been providing advice to northern local governments on a number of topics including municipal accounting; bylaw enactment and enforcement; taxation and assessment; interpretation of the statutes; general municipal and financial administration; and the conduct of council meetings.

The advisory services staff accomplishes its goal through regular consultation by telephone and regular visits to the communities.

Goal:

To serve as administrators of ten northern settlements to assist in directing their financial affairs and in fostering their growth and development in achieving autonomy as northern hamlets.

In the capacity of administrators for the ten northern settlements, the advisers visit the communities monthly and conduct meetings with the Local Advisory Committee in each community. The municipal advisers also act as the contact person on behalf of the northern settlements in dealing with other government departments and agencies.

During the year, the Town of Uranium City reverted to a Northern Settlement, a change initiated by the residents after several public meetings. Residents living outside the core area relocated to a central core area. To reduce operating expenditures, services have been shut down in areas where there are no occupied residences or businesses.

Education and Training

Mission Statement

To foster and promote the growth and development of strong and effective northern municipal government through education and training.

Goal:

To provide education and training to all levels of northern local government (elected and appointed officials) and to the general public.

Northern Municipal Services

With the passage of The Northern Municipalities Act in the last fiscal year, the Education and Training section undertook the task of assisting local government officials in understanding the provisions of the legislation.

During the year, six centralized workshops were conducted with 88 local government officials attending; another 20 workshops were held in northern communities attended by 73 people.

Ongoing revision in both the training methods and materials provided, were made as each workshop provided the training staff with more insight into the needs and aspirations of the northern municipalities.

The individual community workshops have proven to be especially useful because they address a community's specific problems and issues and allow for more local participation.

Northern Grants Administration

Mission Statement
To encourage the financial health of northern municipalities in order for them to provide an average level of services for their residents.

Goal:
To administer the branch's grant programs efficiently and effectively.

Northern Revenue Sharing — is a program in which the provincial government transfers part of its revenues to northern communities in the form of unconditional grants totalling more than $5 million.

These unconditional grants are provided to each community in two component parts. The per capita component provides a portion of the grant based on the community's population. The foundation component tries to bring the revenues of northern municipalities to a level sufficient to allow them to provide a level of service comparable to southern communities. It also takes into consideration a factor recognizing the higher costs of service delivery in northern communities. A supplemental amount is included in the foundation component to cover costs associated with the provision of water and sewer services.

Northern Capital Grants Program — is a five-year $6.4 million program, beginning January 1983, that assists northern municipalities with constructing and upgrading capital facilities and acquiring equipment.

Northern towns, villages, hamlets and settlements are eligible to receive about $250 per capita over the 5-year term of the program. The grant provides up to 90 per cent of the capital costs on approved projects.

About one-third of the annual funding of the program is provided by the Consolidated Fund while the balance comes from the general revenues of the Northern Revenue Sharing Trust Account.

Payments made in the first two years of the program were as follows:

	Number of Municipalities		Number of Projects		Grant Payments	
	1983-84	1984-85	1983-84	1984-85	1983-84	1984-85
Towns	2	2	6	14	$428,000	$506,132
Northern Villages	3	6	9	33	185,754	594,172
Northern Hamlets	6	10	5	24	42,287	221,994
Northern Settlements	-	5	-	7	-	85,587
	11	23	20	78	$656,041	$1,407,885

Fire Protection Facilities Grant Program — established in January, 1983, to provide financial assistance for the construction of firehall and the purchase of fire fighting equipment.

The grant covers 75-95 per cent of the construction costs and 60-90 per cent of the equipment costs, based on a per capita formula.

All northern municipalities are eligible under the program, however, the towns of Creighton and La Ronge are only eligible for grants for equipment purchases. Cost-sharing with Indian bands for projects located on reserve lands adjacent to northern municipalities frequently occurs.

During the year a total of $51,800 was paid out under the program compared with $85,382 the previous year. A northern hamlet received $24,800 while a northern settlement received $27,000 under the program.

Board of Examiners

The Board of Examiners (Urban Affairs), appointed under the provisions of The Department of Urban Affairs Act, is responsible for the issuance of certificates of qualification to clerks, treasurers, and administrators of urban municipalities, and to other persons who qualify for these offices.

The board consists of three members. One member, who serves as chairman, is appointed from the staff of the Department of Urban Affairs. One nominee is from the Saskatchewan Urban Municipalities Association, and one nominee is from the Urban Municipal Administrators Association.

As at March 31, 1985, the members of the board were:

D.W. Bennett, Chairman
K. Green, Rosetown, representing U.M.A.A.
F. Pedersen, Wynyard, representing S.U.M.A.

The Board secretary is C. Schwindt of the Department of Urban Affairs.

During the year under review, the following transpired:

Class "C" — 26 certificates were issued; no applications denied

Class "B" — 3 certificates were issued; no applications denied

Class "A" — 13 certificates were issued; 1 application denied; 6 applications deferred; 1 Honorary certificate issued

"Superior A" — 1 certificate was issued; no applications denied

Administration Permits — 1 permit was issued

Audit Permits — 1 audit permit was issued

Community Capital Fund Program

The Community Capital Fund Program was a five-year program which ended March 31, 1985. The purpose of the program, established under The Community Capital Fund Program Act was to assist municipalities with the acquisition or construction of capital works or the purchase of equipment.

All cities, towns, villages, and rural municipalities, on behalf of hamlets within their boundaries, were eligible to receive a maximum of $100 per capita over the term of the program.

The grant covered up to 60 per cent of the eligible cost of a specific project, but could not exceed the municipal share of the project cost. On projects where additional assistance was received from other federal and provincial grant programs, total grants including the Community Capital Fund Program grant, could not exceed 75 per cent of the project's cost.

In addition to providing unconditional capital financial assistance to municipalities, the program was designed to encourage long-term capital planning by communities. In this way, a municipality could choose the projects it wished to undertake and determine its priorities and source of financing.

Pursuant to The Community Capital Fund Program Act, all applications were reviewed by a committee and recommendations made to the Minister for approval or denial of the project applications.

Over the duration of the five year program grants totalling $67,406,175 were distributed among the following categories of municipalities.

Class of Municipality	Total Number of Projects	Total Grant Payments
Cities	263	$44,735,655
Towns	455	15,478,445
Villages	1,131	6,499,374
R.M. (hamlets)	226	692,701
Totals	2,376	$67,406,175

The purposes for which the Community Capital Fund Program money has been utilized by municipalities over the 5-year duration of the program are listed below.

Project Type	Total	%
General Government Services (including Municipal office buildings and equipment)	$11,518,713	(17.1)
Protective Services (including firefighting and police facilities and equipment)	5,706,643	(8.4)
Transportation Services (including street and sidewalk, improvements, bridges, parking, airport and buses)	24,221,581	(35.9)
Environmental Health Services (including water, sewage, and waste disposal)	14,381,620	(21.3)
Environmental Development Services (including hospital facilities and health clinics)	514,176	(.8)
Recreational and Cultural Services (including recreational and cultural facilities, rinks, libraries, etc.)	11,063,442	(16.5)
Total	$67,406,175	*(100.0)*

* figures may not total exactly due to rounding.

Provincial Planning Appeals Board

The Provincial Planning Appeals Board is required to hear and determine appeals in all cases made under The Planning and Development Act, 1983, or by an Order or Regulation made under the Act, or by a bylaw passed by a council under the Act, and where provision for appeals to the Board is made under any other Act.

The Board may also consider and make recommendations on any matters that may be referred to it by the Minister. In the forthcoming fiscal year, the Board, in accordance with the provisions respecting the disposition of abandoned railway property, will review and make recommendation to the Minister of Rural Development with respect to matters of railway right-of-way land disposition.

The members of the Board are appointed by the Lieutenant Governor-in-Council, under the provisions of The Planning and Development Act, 1983.

As at March 31, 1985, the Members of the Board were:

H.E. Wellman, Saskatoon	— Chairman
M.C. Butterfield, Swift Current	— Member
A.H. Hosie, Regina	— Member
B.E. Bratt, Regina	— Member
G. Richardson, Regina	— Member
R. Pankiw, Regina	— Member
B.L. Pultz, Saskatoon	— Member
W. Prokopishin, Humboldt	— Member
R.J. Croft, Regina	— Member
B. Fry, Regina	— Secretary

During the year ended March 31, 1985, the Board held 18 meetings, at which a total of 53 appeals were heard, as follows.

	Appeals Heard	Appeals Granted	Appeals Denied
Cities	25	10	15
* Towns	6	4	1
Villages	1	1	
** Rural Municipalities	21	5	15

* 1 appeal withdrawn after hearing.
** 1 appeal withdrawn after hearing.